



Boxing Scotland

Club Pack

2021-2022

This Boxing Scotland Club Pack is your Clubs guidance handbook which details all relevant information required to operate an efficient club.

Introduction

This pack should be kept within the club for Coaches, Officials and Volunteers to refer to, whenever required. Boxing Scotland will send Clubs out any updates or additions to the documents and/or information contained in the pack.

The pack contains the relevant information required to promote good governance, best practice, and standardise procedures within Boxing Scotland Member Clubs throughout Scotland.

All relevant documentation required to ensure clubs meet the minimum operating requirements can now be found on the Boxing Scotland Website on the Clubs page.

Please take time to read through the whole Pack carefully, ensuring all Coaches and Officials at the Club are made aware of the Club Pack, have read through it and/or have a copy of their own.



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Boxing Scotland Club Pack 2021-22

Definitions

“Boxing Scotland” - Means the National Governing Body for boxing in Scotland.

“SGB” or “NGB” - Means the ‘Sport’s Governing Body’ or the ‘National Governing Body’ for sport.

“AIBA” - Means the International Boxing Association to which all Boxing Federations, such as Scotland (Boxing Scotland) are affiliated members.

“AIBA Rules” - Means the Rules of the International Boxing Association, which all member Federations must abide by.

“AOB” - Means AIBA Open Boxing, which is the type of boxing, Boxing Scotland is signed up to deliver and govern.

“Boxing show” - Means a permitted event organised and delivered by Boxing Scotland or one of its Member clubs, where AIBA Open Boxing takes place between club boxers &/or nationally selected boxers.

“FOP/Field of Play” - Means the competition area which extends for at least 6 meters outside the platform of the ring for AOB.

“Club Development Officer” - Means the Boxing Scotland Club Development Officer, a Local Authority Club Development Officer or the club’s own Club Development Officer, who is responsible for helping develop the club and its members

“Boxing Scotland Members” - Means clubs which are fully Affiliated Members of Boxing Scotland.

“Committee Member” – Means a member of the clubs Committee i.e., the Secretary, President or Treasurer, among other Committee positions.

“Club Delegate” - Means a Member of a Member Club who is eligible to attend meetings on the club’s behalf, District Meetings &/or the Boxing Scotland AGM. A Delegate is different from a working Official or can combine the role of Club Official. But is not mandated.

“Working Official” - Means a Volunteer Official, who regularly volunteers and helps out at boxing shows/events within Boxing Scotland’s Districts each season. A volunteer official can contribute in a number of roles within boxing, with the main purpose of their time to facilitate District and National events and increase participation in the sport of boxing. Both Boxing Scotland and the Districts will monitor each club’s contributions to events throughout the year. Whilst we recognise time is given by volunteers freely, we are keen to ensure that this is done on an equitable basis, with each club in each District contributing to the overall Boxing Scotland goal of Boxing participation at all levels.

“CWPO/Club Child Wellbeing and Protection Officer” - Means the person(s) mainly responsible for child protection policies and measures within Boxing Scotland/the club. The CWPO should sign up to a role description and attend the relevant child protection training workshops to become the clubs CWPO. Child Protection is everyone’s responsibility. Not just the CWPO.

“BSL-Child-Protection-Policy” - Means the Child Protection Policy, which is in place to highlight Boxing Scotland’s/the club’s commitment to protecting children. Also see “The 10 Steps Guide” definition.

“10-Steps-to-Safeguard-Children-in-Boxing” - Means the ‘10 Steps to Safeguarding Children in Boxing’ best practice guidelines, issued with the Boxing Scotland/Boxing Scotland Child Protection Policy and the Boxing Scotland Club Pack.



“District Meeting(s)” - Means a monthly meeting held within each District to discuss District business, issue permits and appoint Officials for upcoming boxing shows/events.

“District Executive” - Means the Executive Committee Members for each of the three Districts. There are 9 District Committee Members at any one time, made up of a President, Secretary and Treasurer for each of District.

“District Secretary” - Means the Secretary for their District, who is responsible for all District/club correspondence, organising and running the District Championships, and issuing permits on behalf of Boxing Scotland for clubs to hold boxing shows/events.

“Members of Members” - Means official Members of Boxing Scotland member clubs, i.e. the Committee Members, Coaches, Officials, and volunteers.

“Boxing Scotland Permit Application Form” - Means a document of approval issued by District Secretaries on behalf of Boxing Scotland for a Boxing Scotland Member club to host a boxing show/event.

“District Championships” - Means the Championships of the relevant District (East, West, and North), held annually to determine the District Champion in each category.

“Boxing Scotland Championships” - Means the National Championships, held annually to determine the National Champion in each category.

“Intermediate Championships” - Means the Annual National Championships held for Intermediate level Boxers with no less than 7 contests and no more than 14 contests experience.

“Novice Boxer” - Means a boxer with no more than 6 contests experience. This definition only applies to Boxing Scotland boxers, and may differ within other Boxing Federations.

“Intermediate Boxer” - Means a boxer with no less than seven and no more than 14 contest’s experiences. This definition only applies to Boxing Scotland boxers, and may differ within other Boxing Federation

“Open-Class Boxer” - Means a boxer with enough experience and ability to compete at international level, and at major international tournaments.

“Novice Championships” - Means the annual National Championships held for Novice boxers with no more than 6 contests experience prior to the Championships starting.

“Intermediate Championships” - Means the annual National Championships held for intermediate boxers with no less than seven and no more than 14 contests experience prior to the Championships starting.

“Open Championships” - Means the annual National Championships held for boxers who are above Intermediate level and are looking to compete at international level.

“Schoolboy/Girl Boxer” - Means a registered boxer who is aged between 10-14 years, as determined by their year of birth, not their age.

“Junior Boxer” - Means a registered boxer who is aged between 15-16 years, as determined by their year of birth. Not their age.

“Youth Boxer” - Means a registered boxer who is aged between 17-18 years, as determined by their year of birth, not their age.



“Elite/Senior Boxer” - A registered boxer who is aged 19-40 years, as determined by their year of birth, not their age.

“Session Plan(s)” – Means the document for writing/planning structured club training sessions.

U18-Physical-Activity-Readiness-Questionnaire and consent form - Means a Physical Activity Readiness Questionnaire and Consent form for someone who is under 18 years of age. The Under- 18 PAR-Q is to be completed by the parent or guardian of the person who is under 18 years of age, before they take part in any boxing, fitness, or other training activities at the club. The Under-18 PAR-Q acts as a parental consent form, emergency contact details and a pre-exercise medical questionnaire.

"ADULT PARQ" - Means a Physical Activity Readiness Questionnaire for someone 18 years or older, which is to be completed before taking part in any boxing, fitness, or other training activities at the club, by the person taking part.

SME1 Form - Means the ‘Scottish Medical Examination’ document 1, which is the initial medical examination form to be completed by a Doctor for anyone registering to compete as a boxer with Boxing Scotland.

“SME 2-Boxers Record Card” - Means the ‘Scottish Medical Examination’ document 2, which is the boxer’s official record card. The card is issued with a unique registration number and must be completed by the Official in Charge/Supervisor at any boxing show/event on the boxer passing their medical examination at the event.

SME3-Medical-Suspension-Form" - Means the ‘Scottish Medical Examination’ document 3, Protective sanitary measure for protecting a boxer on completion of a suspension. A fully completed SME3 is to be sent to the Boxing Scotland office before a Boxers Record card “SME2” is released from suspension. The boxers medical cannot be completed until the 30 days suspension has lapsed.

Vulnerable groups and Child Wellbeing and Protection

1. Regulated Work with Vulnerable Groups

1.1. This section deals with Regulated Work with Vulnerable Groups. For the coming season Boxing Scotland requires the following roles: Coaches, Officials and Child Wellbeing and Protection Officers to hold a in date PVG with Boxing Scotland before commencing any volunteering within their club. Any other club role which requires the person to conduct regulated work will also require that person to complete a PVG.

1.2. The activities covered by 'regulated work' include:

- Caring for children
- Teaching, instructing, training or supervising children
- Being in sole charge of children
- Unsupervised contact with children under arrangements made by a responsible person
- Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training

1.3. Further information on PVG's etc can be found –

[Regulated work training handout adults.docx](#)

[Regulated work training handout children.docx](#)

1.4. Appointing a new Child Wellbeing and Protection Officer at the club

1.5. The Club Child Wellbeing and Protection Officer must be an active member of the clubs coaching personnel or Committee, who regularly attends the club, is known to the Members and has been through satisfactory PVG checks.

1.6. This person must have volunteered to become the club's CWPO, be willing to attend the two child protection courses 'Child Wellbeing and Protection in Sport' and 'Child Wellbeing and Protection Officer'. They should also have read and signed the Club CWPO role descriptor document.

1.7. As well as Child Protection, they will be responsible for filing and storing all the personal details of club Members and will be involved in the recruitment process of new staff/volunteers at the club. (For CWPO Job Description, see page 7 of Boxing Scotland 10 Steps to Safeguard Children in Amateur Boxing guide)

1.8. The Club Secretary should go over the CWPO role description with the applicant and make sure they know exactly what the role entails before committing to becoming the clubs designated CWPO.

2. If your club Child Wellbeing and Protection Officer leaves the club

2.1. The club Secretary must inform your Regional Development Officer as soon as they are aware the CWPO wishes to leave the club.

2.2. The club must actively seek to put another Member of the club Committee or coaching staff through the relevant child protection courses 'Child Wellbeing and Protection in Sport' and 'Child Wellbeing and Protection Officer' as soon as possible. Your District's Regional Development Officer (RDO) can assist with course arrangements and advice.

2.3. Having a fully qualified Child Wellbeing and Protection Officer is a Minimum Operating Requirement for affiliation to Boxing Scotland. Any clubs who do not endeavour to put their existing or new Child Wellbeing



and Protection Officer through the relevant qualifications, may have their affiliation to Boxing Scotland temporarily suspended.

Child Wellbeing and Protection Officer and Child Wellbeing and Protection training

3. The club must first have someone who has volunteered to become their designated Child Wellbeing and Protection Officer (as per 1.2 appointing a new Child Wellbeing and Protection Officer at the club).
 - 3.1. The person who has volunteered for this role must have read the Child Wellbeing and Protection Officer role description, has signed up to it and is fully aware of the responsibilities, training, time and effort involved with being the Child Wellbeing and Protection Officer.
 - 3.2. The Designated Club CWPO must have been through satisfactory PVG checks with a Boxing Scotland Signatory. If they have not previously gone through the PVG checks with a Boxing Scotland Signatory and/or have not been involved with the organisation continuously since, they must actively seek to go through the PVG Scheme checks and have clearance from Boxing Scotland before they can become involved with the club in an active role doing regulated work with or being left in unsupervised care of children (anyone under 18 years old).
 - 3.3. Once all of the above is in order, the CWPO &/or Club Secretary should contact the relevant Regional Development Officer. The CWPO is required to attend two CWPO training workshops '**Child Wellbeing & Protection in Sport**' (formerly 'Safeguarding and Protecting Children') and '**Child Wellbeing and Protection Officer**' (formerly 'In Safe Hands').
 - 3.4. On completion of the workshops all attendees will receive a certificate of attendance, which you must retain, as Boxing Scotland will require you to provide proof of your attendance.
 - 3.5. The Club Secretary &/or the Club CWPO should inform the relevant Regional Development Officer when you have booked onto the workshops and when you have completed them.
 - 3.6. The workshops are mandated to be renewed or refreshed very three years.

REGISTRATION & RE-REGISTRATION PROCESSES

4. Boxers initial medical examination [SME1](#) and registration process A Boxer must be training with the club they intend to register with.
 - 4.1 The boxer must notify his/her Club Coach and Club Secretary they wish to register and compete as a boxer.
 - 4.2 The Club Secretary must print off a SME1 Form from the Boxing Scotland Website. (Initial Medical Examination) PC to add self-assessment document link
 - 4.3 The Club Secretary or Coach must arrange for the boxer to go through a medical examination with a Doctor. (Boxing Scotland have recommended Doctors for medical examinations if required) Club to arrange the fees for medicals with the Doctor prior to any medical.
 - 4.3.1 The top section of the SME1 Form must be completed by the Club Secretary or one of the club's coaches. BUT NOT by the boxer. The Boxer must present the SME1 Form to the Doctor for their medical examination.
 - 4.3.2 If the boxer is passed fit to box, the Doctor must complete all required sections of the bottom part of the SME1 Form and sign it, ready to be sent back to Boxing Scotland. The Doctor must also clearly print the name of the Boxer who is deemed fit to box.
 - 4.4 The club then has **90 days** to send the SME1 medical form into the Boxing Scotland. If the SME1 does not arrive within the 90 days, a new medical must be completed.
 - 4.4.1 The SME1 Form must then be checked by the Club Secretary to ensure the form has been completed in accordance with the Boxing Scotland SME Guide. The SME1 Form must be completed in full with legible hand writing and in BLOCK CAPITALS.
 - 4.4.2 The SME1 Form must have two recent passport photos attached. One with the **Boxers name clearly written on the back**, attached by paper clip, and the other one stuck onto the photo part of the SME1 form.
 - 4.4.3 The completed SME1 form must then be sent to Boxing Scotland with a payment of £20 in return for the Boxers SME2 Boxers Record Card and a **stamped addressed envelope** with adequate postage for the number of cards to be returned (see section 3 postage costs).
 - 4.4.4 The processing time will be a **minimum of 14 working days** for SME1 Initial Medical Examination forms. This may vary depending on the amount of SME1 forms being received by Boxing Scotland.
 - 4.4.5 Correctly completed SME1's will increase the likelihood of forms being returned within the 14 working days. Any form found to be incomplete will not be processed by Boxing Scotland, then returned to the sender for corrections to be applied before it is able to be resubmitted.
 - 4.4.6 Boxing Scotland will examine the SME1 Form and subject to satisfactory completion, an SME2 (Boxers Record Card) will be sent to the club Secretary in the stamped addressed envelope provided.
 - 4.4.7 The boxer is then deemed registered and is fit to compete at Boxing Scotland events.
 - 4.4.8 SME1 Forms will no longer be accepted at BOXING SCOTLAND National Championships, District or Club shows. Forms delivered to the Boxing Scotland office will no longer be processed on site while Club Coaches/Secretaries wait.

IMPORTANT!

Under no circumstances should boxers be matched or entered into shows or championships prior to being issued with their SME2 Boxers Record Card. Club Matchmakers and Coaches should not be matching Boxers without the updated SME2 (Boxer's record card) held by the Club.

Boxer Re-registration

5. From the 1st August or thereafter the club Secretary should send the SME2 (Boxers Record Card) to Boxing Scotland Ltd, Boxing Scotland Limited, High Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH, to be re-registered for the coming season. A **stamped, addressed envelope** with adequate postage (see section below), re-registration fee of £6 and a note to request re-registration of the Boxer(s) with the named club for the coming season.

SME2 Postage Guide (Boxers Record Cards)

- 5.1 When sending Boxing Scotland your clubs SME1 (Initial Medical Examination Card) please make sure you include a pre-stamped envelope for the cards to be returned to your club. This should have the correct postage on it based on the size of the package for it to be returned successfully to your club.
- 5.2 Boxing Scotland will check the SME2 Boxers Record Card, stamp it for the coming season as re-registered and send it back in the pre-stamped envelope provided.
- 5.3 If a registered Boxer **did not** box during the previous season, then a new medical must be completed prior to sending in the SME2. (For the 2021-22 season, this will essentially mean all boxers need a new medical)
- 5.4 Once the club receive the re-registered stamped SME2 Boxers Record Card, the boxer is then registered for the coming season and can compete in Boxing Scotland sanctioned shows/events and National Championships.

Protective Sanitary Measures

- 5.5 Once a boxer is suspended, the individuals SME2 Boxers record card will be retained by the show/competition Supervisor. It will then either handed to the district Secretary or posted direct to the Boxing Scotland Registrar. The Card will then be held for the correct suspension period

Single Occurrence of KO or RSC (with or without a loss of consciousness)

6. If a Boxer suffers a KO as a result of a blow(s) to the head (KO-H) or has a diagnosis of concussion, the Boxer is suspended for 30 days following this period, the Boxer must follow approved GRTP protocols. If the result of a Bout is RSC because the Boxer has received heavy blows to the head (RSC-H) and the Ringside Doctor makes a diagnosis of concussion, the Boxer is suspended for 30 days, following this period they must follow approved GRTP protocols.
 - 6.1. If the result of the Bout is RSC because the Boxer has received heavy blows to the head (RSC-H) and the Boxer is not diagnosed with concussion, then the Boxer does not require a suspension period, although the Ringside Doctor may give a suspension if they feel it is appropriate.

Double Occurrence of KO or RSC

- 6.2. If during a period of three months a Boxer twice loses a Bout due to KO or RSC due to a AIBA Technical and Competition Rules - 20 head blow (KO-H or RSC-H) (with or without loss of consciousness) or has a diagnosis of concussion, then the Boxer may not take part in Boxing or sparring for a minimum period of 30 days after the second occurrence. The Boxer must follow approved GRTP protocols
- 6.3. If the result of a Bout is RSC because the Boxer has received heavy blows to the head (RSC-H) and the Boxer is not diagnosed with concussion, then the Boxer does not require a suspension period, although the Ringside Doctor may give a suspension if they feel it is appropriate.

Triple Occurrence of Knockout or RS

- 6.4. If during a period of 12 months the Boxer suffers three KOs (with or without loss of consciousness) or three RSCs due to the Boxer having received heavy blows to the head (KO-H or RSC-H) and the Boxer is diagnosed with concussion, then the Boxer may not take part in Boxing or sparring for a period of one year after the third occurrence.
- 6.5. Any combination of KO or RSC (due to head injuries) that equals three under these circumstances qualifies for a one-year suspension. The Boxer must follow approved GRTP protocols.

Any Boxer who has a medical restriction must not train or spar during the suspension period.

7. The SME2 will then to be forwarded along with the Show/Competition record sheet within seven days of the event to Boxing Scotland. The card will then be held by Boxing Scotland for the duration of the suspension.
 - 7.1. A club applying for the card after suspension must ensure a fully completed Medical Suspension form **SME3** is sent to the Boxing Scotland Office. A Boxer under suspension must not request a medical until after the suspension period has lapsed. A completed SME3 must be sent along with a stamped addressed envelope to Boxing Scotland Office for the SME2 to be released back to the club. There is no fee for return of the card, but a stamped addressed envelope must be enclosed. (See above for Postage costs)

[Link to SME3-Medical-Suspension-Form](#)

- 7.2. As with the SME1, a medical only remains in date 90 days from the day of the medical examination.

General Principles of the Boxing Scotland Medical Scheme

Boxing Scotland has in place a Medical Scheme for the protection of its Boxers.

An Initial Medical Examination is given to every entrant before they are allowed to Box.

Initial Medical Examination Form (SME1) MUST be signed by the Parent or Guardian if the Boxer is under 18 years of age, with contact details included.

Boxers Medical Record Card, the Registration Book (SME2) allows the Boxer to Box.

The (SME3) Form is used after Medical suspension. (Section 2.5.1)

The Supervisor form (SME4) is used to record details of the Tournament i.e., if a Boxer is knocked out (KO), or if the Referee stops the contest from a blow to the Head or Body (RSCH, B) will be recorded and the appropriate action taken, which is 30 days suspension plus other action if necessary. If the Referee stops the contest (RSCH, B) because a Boxer was being outscored by a large margin that would also be recorded. The Doctor, Officials and their Duties would also be recorded. There is also a section for a Report on how the Tournament went.

The Tournament Record Sheet (SME4a) is used to record all the Results and Contests that took place at the Tournament.

The (SME4b) gives further Data on the Boxers taking part at the Tournament, with a section for the Signature of the Supervisor and Doctor.

All the Tournament Record Sheets are to be sent to Boxing Scotland Limited, Glasgow, G40 2QH within 7 days.



The Initial Medical Examination

8. the Medical Examination means the “Initial Medical Examination” which must be undertaken before anyone is permitted to Box. The form of examination which takes place at Tournaments, will be referred to as “Medical Inspection”

8.1. The Initial Medical Examination must take the form laid down by Boxing Scotland Ltd, and contained in the File card headed “Initial Medical Examination” [SME1-Final-](#)

Family Medical History
Personal Medical History
Eyes
Ears
Heart
Throat and Lungs
Abdomen

Central Nervous System
Spine, Joints and Muscles
Blood Pressure
Chest Measurement
Height and Weight
Urine

MEMBERS OF MEMBERS MOVING CLUBS

Boxer moving clubs

9. The boxer should approach the Club Secretary/Coach of their current club to inform them they wish to leave the club and complete the [Club Transfer Request form](#) and complete the appropriate actions.
 - 9.1. The appropriate person must send the re-registration fee along with a [Club Transfer Request form](#) into Boxing Scotland at Boxing Scotland Limited, High Performance Centre, Olympia Theatre, Orr Street, Bridgeton Cross, Glasgow, G40 2QH, (see 2.2.1 SME2 Postage Guide)

Coach moving clubs

- 9.2. The coach who wishes to move clubs should speak to their current Club Secretary and inform them they want to leave their current club.
- 9.3. The Club Secretary **MUST** inform their relevant District Secretary and Boxing Scotland that the coach is no longer with their club.
- 9.4. The coach should speak to the Secretary of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
- 9.5. The Club Secretary **MUST** then follow the Boxing Scotland 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide', as best they can.
- 9.6. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new coach. As soon as the coach and the club receive authorisation from Boxing Scotland, they are able to begin their role with their new club.

Note: The club's Child Wellbeing and Protection Officer should be made aware of all new staff/volunteer appointments and should be involved in the recruitment process.

Re-registering a Coach with their new club

10. The Club Secretary of the coach's new club should contact the Boxing Scotland office phone 03330 200 100 or email enquiries@boxingscotland.org to request the Coach's Registration Badge is updated with their new club details and posted out to them. They should provide the £3 registration fee and a stamped, addressed envelope for the return of the re-registered badge.
 - 10.1. The new Registration Badge will be processed at the Boxing Scotland Office. This will then be posted in the stamped, addressed envelope provided.

A Committee Member moving clubs

11. The Committee member must inform their current Club Secretary &/or the other Committee members at their current club that they wish to leave the club.
 - 11.1. The District Secretary will then inform Boxing Scotland that the Committee member is no longer with that club and Boxing Scotland can update their records accordingly.
 - 11.2. The Committee member must speak to the Secretary or President of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
 - 11.3. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new Committee Member. As soon as the coach and the club receive

authorisation from Boxing Scotland, they are able to begin their role with their new club.

A Delegate moving clubs

12. Make sure your club is represented at District or National meetings by appointing **up to three club delegates** (see Section 16 for more details). For a Delegate moving clubs, please follow the below procedure.
 - 12.1. The Delegate must inform their current Club Secretary &/or the other Committee members at their current club that they wish to leave the club.
 - 12.2. The club Secretary or another relevant Committee Member **MUST** inform their relevant District Secretary and Boxing Scotland that the Delegate is no longer with the club.
 - 12.3. The District Secretary will then inform Boxing Scotland that the Delegate is no longer with that club and Boxing Scotland can update their records accordingly.
 - 12.4. The Delegate must speak to the Secretary or President of the club they wish to join and ask them to inform their relevant District Secretary that they wish to join that club.
 - 12.5. The Club Secretary **MUST** then follow the BOXING SCOTLAND 'recruitment procedures' in the 'Boxing Scotland 10 Steps Guide' pages 26-30, as best they can.
 - 12.6. Once all the relevant steps have been followed, and the club receive approval from Boxing Scotland, the Club Secretary **MUST** contact their relevant District Secretary and Boxing Scotland to inform them of the appointment of their new Delegate. As soon as the coach and the club receive authorisation from Boxing Scotland, they are able to begin their role with their new club, pending their announcement at the subsequent District meeting.

Note: The club's Child Wellbeing and Protection Officer should be made aware of all new staff/volunteer appointments and should be involved in the recruitment process.

New Members of Members: Registering Coaches, Official and Volunteers

Registering a new Coach with Boxing Scotland

The following procedures outline how to register a new coach within your club:

13. The Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

- [Coach Application Form](#)
- Passport sized photograph (this can be digital)
- £10 processing fee
- Stamped, addressed envelope for the return of the Coach Registration Badge

13.1. The relevant Regional Development Officer will then contact the applicant to arrange the BSL Coach Exam and complete a PVG with Boxing Scotland.

East District: Stewart Ferguson

M: 07944598755

E: stewart.ferguson@boxingscotland.org

West District: Paul Coleman

M: 07803 513699

E: Paul.coleman@boxingscotland.org

North District: Ben Holme

M: 07702 866135

E: ben.holme@boxingscotland.org

13.2. Only after all documents are received, the Coach Exam has been passed and the PVG has been deemed acceptable shall the applicant become a registered coach and he/she will receive their Registered and Competent Coach Badge.

Note: The club should keep copies of all paperwork posted into the Boxing Scotland Office, as Boxing Scotland is not responsible for any posted mail that doesn't arrive at the office.

Registering an Official with Boxing Scotland

14. Registering a new Working official with Boxing Scotland

- The following procedures outline how to register a new working official within your club:
- The Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

14.1.

- [Combined-Officials-Application-Form](#)
- £5 processing fee

14.2

The Club Secretary is then responsible for updating the information through the Regional Development Officers. It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required. The Regional Development Officers will ensure that the applicant possesses the required PVG certification.

14.3

Please note, individuals are able to register as a Working Official with Boxing Scotland without being attached to a club, if they so wish. In order for them to do, they should follow the same process as above.

14.4

Please note, from the 2021/22 season, members will be able to register as both an Official and as a Coach if they wish. However, individuals will only be able to do one of these rules for the duration of any specific event/competition.

Accepting a New Committee Member

15. Similarly, to Section 4.1, to accept a New Committee Member, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

- [New Volunteer Application Form](#)
- 2 x Reference Templates

15.1 The Club Secretary is then responsible for updating the information through the Regional Development Officers. It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made who will ensure that the applicant possesses the required PVG certification.

Accepting a new Delegate at the Club

16. Similarly, to Section 4.1, to accept a new club Delegate, the Club Secretary, on behalf of the applicant should submit to Boxing Scotland a complete, signed and dated:

- [New Volunteer Application Form](#)
- 2 x Reference Templates

16.1 The Club Secretary is then responsible for updating the information through the Regional Development Officers. It is also the responsibility of the Club Secretary to inform the relevant district secretary of the changes made, and to organise any additional training if required.

N.B. please refer to the BSL Club Role Descriptions for a breakdown of what is required from you as the club delegate.

- In order to be a Delegate a member must be at least 18 years of age and cannot be a Registered boxer currently active in AOB.

- A delegate must be a member of the Club they represent and have paid all subscription monies due to that Club.
- The honorary secretary of a Member shall be one of the Club's three accredited delegates to the Company. An Active boxer or second shall not be the accredited delegate of a Member to the Company.
- A delegate shall not be a second (Coach) unless there has been a prior agreement with Boxing Scotland.
- Boxing Scotland would encourage their membership to be fully aware of the Articles of the Association.

Registering Recreational Users (Fitness members)

17. Under the revised BSL Membership scheme, member clubs are expected to register every individual using/participating in their gym. **Users within the gym who are not registered with Boxing Scotland cannot be afforded the insurance benefits of registered members.** All members must complete a PARQ whether Adult or U18.

17.1 In order to register recreational boxers, the recreational user must complete the electronic registration form which is available on the Boxing Scotland website.

17.2 The cost for recreational users for membership to Boxing Scotland will be £5 for the season.

Applying for a Boxing Scotland Permit to hold a boxing show/event

18 Any club which has met the Minimum Operating Requirements can apply to hold a club show. This includes Clubs operating within their first season.

18.1 NO permits will be granted when events clash with Boxing Scotland National Championships.

18.2 For existing venues, the club must carry out a full risk assessment of the proposed venue where the show will take place, and ensure the dimensions of the ring, hall and Field of Play are as close to the AIBA Rules as possible. For New Venues a visitation must be carried out by a district representative that is familiar with AIBA Rules and Regulations and the requirements to hold an event.

18.3 The club requesting a Permit must first contact their relevant District Secretary to discuss the show/event they have in mind and ask the Secretary for a Permit Application Form. The permit application form can also be downloaded from the Boxing Scotland website, in the club section.

18.4 The club should complete the Boxing Scotland Permit Application form in full and send it to their relevant District Secretary, to be considered. The District Secretary must receive the Permit Application no less than 2 months before the date of the proposed event.

18.5 There will be a period of 10 working days processing time for Permit Applications.

18.6 In the event of a short notice clash of dates, Boxing Scotland Championships will take precedent over District and Club events, and alternative arrangements will be made available to the club.

18.7 When a Permit is granted, the allocation of officials will be appointed allocated on a voluntary basis as per normal practice at a District meeting.

18.8 The club requesting the Permit must pay the district the full fee before the permit is issued. The cost of the permit will be split 60%/40% between Boxing Scotland and the relevant District. The costs are as follows;

- Clubs will a fully qualified working official when submitting permit- £100

- Clubs who do not have a fully qualified working official when submitting permit - £400.

18.9 While clubs are able to apply for a permit without having a fully qualified working official, it is still necessary for the club to be active in assisting the rest of the District with the holding of shows, ie sending club members to volunteer at shows in non-working official capacities.

18.10 Once the permit has been issued, it must be displayed in a prominent position at the venue at the event. A copy should also be held by the Official in Charge.

Holding a Boxing Show

- 19** The event organiser must first find a suitable venue, which must have adequate changing and toilet facilities for Boxers and Officials, adequate space around ringside when ring is fully erected, including space above the ring, up to date health & safety procedures in place, clean drinking water available for Boxers and Officials, Disabled access, clear capacity guidelines and adequate security for the event to take place. Clubs must aspire to meet AIBA Technical & Competition rules where possible, when running a tournament.
- 19.1.1** If the venue has not been used for a boxing event before, a District and/or Boxing Scotland representative will have to attend and carry out a risk assessment to assess the suitability of the proposed venue.
 - 19.1.2** Once the venue has been selected and a successful risk assessment carried out, the event organiser must then contact their relevant District Secretary to check their proposed dates are available and do not clash with any other club shows or Boxing Scotland events.
 - 19.1.3** Once a date to stage the show/event has been agreed with the District, Boxing Scotland and the venue, the club must then check the availability of a doctor(s) to attend in order to carry out the medical examinations prior to the boxing and be in attendance throughout the show/event.
 - 19.1.4** The club must then contact their relevant District Secretary and request a Tournament Permit Application Form or download from the Boxing Scotland website on the Clubs page under Governance.
 - 19.1.5** The Tournament Permit Application Form must be completed in its entirety and returned to the relevant District Secretary. If the Permit is granted, this will be raised and the subsequent District meeting where Officials for the event will be appointed.
 - 19.1.6** The club requesting the Permit must pay their relevant District before the Permit is issued (this money is split 60%/40% between Boxing Scotland and the relevant District). Districts will then reimburse Boxing Scotland their share of permit fees on a quarterly basis. A copy of the Permit must be displayed in a prominent position at the venue during the event.
 - 19.1.7** The host club is responsible:
 - for providing adequate security.
 - and for supplying/hiring an adequate boxing ring for the show/event (contact Boxing Scotland to clarify adequate).
 - Providing a meal or light meal and travel expenses for the Officials, Coaches and Boxers involved.
 - Providing trophies for the boxers taking part.
 - Providing Glove Stewards to check the bandages off and glove up the boxers taking part.
 - Solely responsible for maintaining a high level of health and safety awareness at the event and will be held accountable if there are any incidents that arise due to negligence on the club's behalf.

20 Attending District meetings

- 20.1.1 Boxing Scotland affiliated Clubs are able to have up to 3 Delegates that can represent the club at District meetings and/or National Meetings.
- 20.1.2 Each club will only have 1 vote at District/National meetings regardless of how many Delegates represent the club at the meeting.
- 20.1.3 The honorary secretary of a Member shall be one of the Club's three accredited delegates to the Company. It is up to the club's discretion who else acts as a Delegate, although an Active boxer or coach cannot be an accredited delegate as per Boxing Scotland's Articles of Association. A working official can be a club Delegate, although please be aware these are two separate positions and being a working official does not automatically entitle the individual to be a delegate and attend meetings.
- 20.1.4 The Delegate should attend the district meetings at least ten minutes prior to the scheduled start time, and sign the attendance register before taking their seat.
- 20.1.5 If a club wishes to have a matter of relevance raised at the meeting, they must inform the relevant District Secretary in writing no less than 7 days prior to the meeting and a Delegate from that club **must** be in attendance for the matter to be raised.
- 20.1.6 A club announcing a new Delegate must put the request in writing to the relevant District Secretary no less than 7 days prior to the date of the meeting.
- 20.1.7 Anyone wishing to voice an opinion or raise a relevant point at a District meeting must raise their hand, wait their turn and speak through the chair when invited to do so.

Note: All Delegates will be speaking on behalf of their club.

FEES OUTLINED BELOW ARE AVAILABLE UP TO 1st September 2021.

Boxing Scotland Fees 2021-22

Item	Up to 1/9/21	On/after 2/9/21	Payable to
New Club Affiliation	£200	£200	Boxing Scotland Ltd
Existing Club Re-affiliation	£120	£200	Boxing Scotland Ltd
Insurance	£240	£240	Boxing Scotland Ltd
New Boxer registration for the Season	£20	£20	Boxing Scotland Ltd
Boxer re-registration for the Season	£6	£10	Boxing Scotland Ltd
Boxer moving clubs to be re-registered with a new club	£10	£10	Boxing Scotland Ltd
Lost Boxer Registration Card (SME1)	£30	£30	Boxing Scotland Ltd
Recreational BSL membership	£5	£5	Boxing Scotland Ltd
New Club Cub registration	£5	£5	Boxing Scotland Ltd
Club Cub re-registration	£3	£5	Boxing Scotland Ltd
Tournament Permits - Club has fully qualified working official	£100	£100	Relevant District account
Tournament Permits - Club has no fully qualified working official	£400	£400	Relevant District account
New Coach registration	£10	£10	Boxing Scotland Ltd
Coach Re-registration	£3	£5	Boxing Scotland Ltd
Official Registration	£10	£10	Boxing Scotland Ltd
Official Re-Registration	£3	£5	Boxing Scotland Ltd

Boxing against other countries at home or away

Home Nations

Any club wishing to have boxers compete against another home nation/country, home or away (This is the home nations, England, Wales and Northern Ireland) must inform their relevant District Committee and Regional Development Officer in writing. (Either Email or letter) **The Boxing Scotland insurances will not cover Clubs and their Boxers that have not informed their District Committees and Regional Development Officers.**

The club Secretary should contact their relevant District Secretary and Regional Development Officer to inform them of their intention either attend or host an International or Inter-Nation Tournament. The definition of this is any boxer from another Nation including Home Nations (England, Northern Ireland and Wales) boxing against a Scottish opponent either in Scotland or elsewhere.

The email information required to inform the District Committee and Regional Officers must include:

- Host club and where the event is taking place (City, Town) and the Venue
- Date, Time of event.
- Details of Child Protection measures taken i.e., U18s travelling with parents or CWPO named individual travelling.
- Names of boxers matched or taking part from your club
- Details of all club coaches/officials taking part or travelling in the party.
- The opposing Club(s) must be affiliated with their National Governing Body.

Permission will only be granted where there is clear evidence that the Boxers welfare is of the highest priority.

Outside the home nations

Any Club wishing to have boxers compete against any country not mentioned above must have permission, in writing from Boxing Scotland. **The Boxing Scotland insurances will not cover Clubs and their Boxers that have not followed this process.**

If you choose not to follow these instructions the insurance will be void and you/your club may be subject to disciplinary action.

The club Secretary should contact Boxing Scotland and their relevant District Secretary to ask permission to either attend or host an International or Inter-Nation Tournament. The definition of this is any boxer from another Nation internationally, boxing against a Scottish opponent either in Scotland or elsewhere. Documentation can be found on the Boxing Scotland website under Club's page and covered by Governance.

The BSL National Boxing Coaches must be made aware of all boxers who are travelling or boxing Home or Away to ensure the bout is at the appropriate level and that it will not conflict with any national squad/team training sessions or International Boxing Tournaments.

The request for overseas must detail:

- Host club and where the event is taking place (City, Town) and the Venue
- Which Nation(s) will be boxing? Name of Tournament if appropriate.
- Whether the Nation(s) will be travelling to Scotland or overseas travel is necessary for Scottish boxers
- Names of boxers matched or taking part from your club
- Date and time of the event
- Details of the proposed Coaches, Officials and Team Manager for all countries involved
- Name of CWPO travelling in part or will parents be travelling?
- Copy of Travel insurance

If the information requested above is not available for any reason in full, Boxing Scotland would ask you to provide as many details as possible about the proposed event.

If approval is given for an International or Inter-Nation Tournament to be held in Scotland to a member, they should apply for a Boxing Scotland Permit from Boxing Scotland by completing a permit application form which can be requested from their relevant District Secretary.

Registering a complaint against members or clubs in the district

1. The person reporting the club or member of the club must put as much detail about the complaint as possible in writing and send forward the complaint to their relevant District Secretary.
2. The District Secretary may pass the complaint onto or share the complaint with Boxing Scotland. The District Secretary and/or Boxing Scotland will endeavour to establish the facts of the complaint and possibly investigate the matter further.
3. The person making the complaint may be asked to meet with the District Secretary and/or Boxing Scotland to discuss the matter in more detail.



Boxing Scotland Club Cub Skills Boxing Scheme

Affiliated Club Cub Boxers who are aged a minimum of 7 years old and no older than 10 years old in any given year, will be given the opportunity to register as a **CLUB CUB BOXER**. **(The Boxers age is determined by year of birth and not date of birth)**

Club Cub boxers will not be permitted to take part in competitive bouts but will be able to take part in skills bouts at any club show or standalone skills show for which a BSL permit has been issued.

Clubs wishing to register club cub boxers must pay a registration fee of £5 per individual and arrange a medical for each Club Cub boxer. Satisfactory medicals and payment of a registration fee will allow club cub boxers to partake in skills bouts and provide necessary BSL insurance coverage.

An SME1 medical form and medical must be completed for every Club Cub boxer medical examination which takes place.

An SME2 registration book will be issued to every Club Skills Cub boxer registered with Boxing Scotland and stamped accordingly (Club Cub Boxer).

All Club Cub skills bouts will be contested over 3x1 minute rounds regardless of age.

It will be the responsibility of the Club Cub boxer's coach(es) to agree the specific skills to practised/showcased in each round of each skills bout. Coaches must inform the supervisor of the agreed format a minimum of 2 hours prior to the bout taking place. In turn, the supervisor will be responsible for informing the Referee of said format.

Club cub boxers will be permitted to compete in a maximum of 6 skills bouts per season. Details of all skills bouts must be recorded in the club cub boxer's SME2 registration book.

There must be no more than a maximum of 12 months age difference between boxers competing in a skills bout.

It is a mandatory requirement to have the following officials/personnel present for a skills bout involving club cub boxers:

- Supervisor
- Referee
- Timekeeper
- MC
- Doctor
- Recorder

The referee in attendance will control all skills bouts from inside the ring.

Timekeeper duties will be the same as those for a competitive bout, but for 3x1 minutes only.

The Recorder must ensure all details are entered onto the SME2a immediately after the completion of the club cub boxer skills bout.

When announcing a skills bout, the MC must make clear its purpose to all those present.

The host club Child Wellbeing and Protection Officer (CWPO) must be present at all skills bouts involving club cub boxers.



Club Cub Shows

Affiliated Boxing Scotland clubs will be allowed to run Skills shows. These will be for the specific purpose of providing development opportunities for club cub boxers. Skills shows must be advertised as such to the paying public.

A Skills show permit will be applied for and issued in the same manner as any standard club show permit. When the permit form is submitted to the District Executive for consideration, it must clearly be marked 'Club Cub Skills Show'.

A permit fee of £75 will also apply to skills shows.

No competitive bouts will be allowed at club cub skills show.

The maximum ticket fee for a paying member of the public will be £10. The maximum number of skills bouts allowed during a skills show will be limited to a maximum of 30 (30).



Boxing Scotland Staff & District Secretaries Contact Details

<p>Postal address for all Boxing Scotland staff is; Boxing Scotland Ltd, National High-Performance Centre, Olympia Theatre, 2 Orr Street Bridgeton Cross, Glasgow, G40 2QH</p>	
<p>CEO Chris Roberts OBE Tel. 03330 200 100</p>	<p>Boxing Scotland Sport Operations Manager Marianne Crichton Tel. 03330 200 100 E: marianne.crichton@boxingscotland.org</p>
<p>Membership Administrator Alison McIntyre Tel. 03330 200 100 E: alison.mcintyre@boxingscotland.org</p>	<p>Performance Director and Joint Head Coach Craig McEvoy Tel. 03330 200 100 Mob: 07974 302782 E: craig.mcevoy@boxingscotland.org</p>
<p>Joint National Coach Mike Keane Tel. 03330 200 100 Mob. 07725 100 892 E: mike.keane@boxingscotland.org</p>	<p>Emerging Talent Coach Niall Clark Tel. 03330 200 100 Mob: 07904 831 092 E: niall.clark@boxingscotland.org</p>
<p>Apprentice Coach Steven Simmons Tel. 03330 200 100 E: steven.simmons@boxingscotland.org</p>	
<p>West Region Development Officer Paul Coleman M: 0780 351 3699 E: paul.coleman@boxingscotland.org</p>	<p>Western District Secretary Wullie Arbuckle Mob. 07847 391857 E: Secretary@WesternDistrictBoxing.org.uk</p>
<p>North Region Development Officer Ben Holme M: 07702 866135 E: ben.holme@boxingscotland.org</p>	<p>North District Secretary: Norman Watt Mob: 07811 506853 E: normanwatt@sky.com</p>
<p>East Region Development Officer Stewart Ferguson M: 07944 598 755 E: stewart.ferguson@boxingscotland.org</p>	<p>Eastern District Secretary Tom Trotter Mob: 07921 393986 E: tomt1873@gmail.com</p>